



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	School Counsellor
<b>GRADE/SALARY:</b>	Grade 7 (£25,927 to £30,095 pa, pro rata approx. £21,380 to £24,818) April 2022 pay award pending
<b>HOURS:</b>	37 hours per week, Term Time Only
<b>RESPONSIBLE TO:</b>	Assistant Headteacher Inclusion/Deputy Headteacher responsible for Pastoral and Personal Development.
<b>RESPONSIBLE FOR:</b>	The development of effective support for students across the school, as part of the Pastoral Team.
<b>JOB PURPOSE:</b>	<p>To give support to all students who will benefit from counselling.</p> <p>To work as part of the Pastoral Team offering support to a wide range of students.</p>
<b>LIAISE WITH:</b>	Safeguarding Officer, members of the Senior Leadership Team, Heads of Year, Inclusion Staff, parents.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Provide a counselling service for individual students.
- Work with students in small groups on aspects of wellbeing including mindfulness, alleviating exam stress and strategies for improving their self-esteem.
- Work as part of a team advising staff on aspects of mental health and wellbeing.
- Work closely with the Pastoral Team to create a positive culture regarding mental health issues and raising awareness.
- Contribute to the wider PSHE curriculum regarding mental health.
- Provide regular reports for a wider audience including governors on aspects of counselling and mental health.
- Ensure that the counselling provided adheres to current legislation and any new developments.
- Accurately maintain and securely store all records.
- Attend meetings with parents, peers, management and others as appropriate.
- Undertake any necessary professional development that may be identified.
- Undertake such other duties related to the work of the school appropriate to the post, as may be assigned.

## EXPERIENCE, QUALIFICATIONS AND TRAINING:

### Essential

- Minimum Level 4 Counselling Diploma.
- Membership of BACP.
- Evidence of work with children/young people and involvement with parents.
- Experience working in a school environment would be advantageous.

## SKILLS / KNOWLEDGE / QUALITIES

- Positive role model for students.
- Ability to relate to and work with others.
- Demonstrate a commitment to promoting and achieving equal opportunities for students.
- Good knowledge of relevant policies / legislation.
- Effective use of ICT relevant to role.
- Ability to communicate with a wide range of people.
- Ability to contribute positively to change.
- Outstanding empathy for young people.
- Understanding of pastoral care systems.
- Proven focus on the needs of young people.
- Ability to deliver objectives and targets within agreed timescales.
- Ability to identify, assess, recommend and develop remedial action in situations relating to pastoral care.
- Ability to think creatively.
- Ability to work in partnership and develop the trust, respect and co-operation of others.
- Tact, diplomacy and a sense of humour.
- Excellent attendance and punctuality over the past two years.

## APPLICATION

- Accurate completion of school application form.
- Letter that addresses the person specification no longer than 2 sides in length, size 11 font.
- High standards in grammar and presentation.